

# PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer MSGT DAMIAN M. ARMIJO				Office Symbol RSOPA		Series Number		Signature of Action Officer		Review Date	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	Coord	RSOP _____ CCU _____	5				9			
2	JA	Coord	JA _____	6				10			
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11			
4	RSOPA	X-MIT	_____	8				12			

**FROM:** HQ AFRS/RSO

**SUBJECT:** BREAK IN SERVICE REENLISTMENT PROGRAM (BSRP)

**TO:** All Operations/MEPS Personnel

1. The BSRP supplements the Career Airmen Reenlistment Reservation System (CAREERS) program by giving eligible former Regular Air Force first-term airman (with a break in active duty greater than 24 hours) a chance to reenter the Air Force within a specified period of time following their discharge or separation. This will be an official change in the upcoming rewrite of AETCI 36-2002 *Recruiting Procedures for the Air Force*.
2. This program allows Prior Service Regular Air Force members who have separated less than 12 months to reenlist without any MEPS processing. However, accession credit will be given for reenlisting them onto active duty. Application for the BSRP can be made with any active duty Air Force recruiter.
3. An applicant for the BSRP must:
  - a. Be a former Regular Air Force first-term airman who was serving in the grade of senior airman or higher at time of discharge or separation, and whose break in active duty does not exceed 12-months since discharge or separation.

**Note:** The 12-month period begins on the day following the date of discharge or separation and ends with the day of the month 12 months later that corresponds with the date of discharge or separation. Thus, for an applicant who was discharged 9 December to be eligible for reenlistment under the BSRP he/she must reenlist on or before 9 December the following year.

- b. Be eligible for immediate reenlistment. Applicant's reenlistment eligibility (RE) status code at time of discharge or separation may be verified from the member's copy of the DD Form 214, and must be equal to RE "1J" or "1R."
- c. Not have received disability compensation and had no change in medical status since discharge or separation. The applicant's previous medical clearance for discharge or separation attests to the physical eligibility since less than 12 months have elapsed from discharge date or separation from the Air Force.
- d. Reenlist in the previously awarded AFSC at the 5-skill level (3-skill level where no 5-skill level is authorized) possessed at the time of discharge or separation, and on the current Prior Service Skills List.
- e. Have completed 36 consecutive months total active federal military service (TAFMS) on first Regular Air Force enlistment as a 4-year enlistee or 60 consecutive months TAFMS as a 6-year enlistee.
- f. If a member referenced above has joined a Reserve component since discharge or separation, obtain a DD Form 368 Conditional Release or discharge from the Reserve component (refer to current procedural guidance concerning releases for Air Force Reserve component releases) to which they are assigned before application can be made for the BSRP.

4. If member's RE code is other than "1J of 1R" or their physical/moral status (except minor traffic offenses) has changed since discharge or separation from active duty, or their AFSC is not on the Prior Service Skills List (see Attachment 1), they are not eligible for the BSRP. These members must apply through the normal Prior Service Program.
5. If any type of waiver or exception to policy is required, the applicant is not eligible for BSRP.
6. If the applicant's financial status has not changed since discharge/separation (filed bankruptcy, defaulted on loan, acquired new debt, etc...) a credit check is not required. If their status has changed, complete a credit check. If a Financial Eligibility Determination (FED) is required, applicant is not eligible for BSRP.
7. Recruiter will:
  - a. Complete a personnel interview record in AFRISS, AF Form 2030 and DD Form 2807-2. Only information since the separation or discharge physical is used when completing the DD Form 2807-2.
  - b. Advise the applicant that their reenlistment grade under the BSRP will be the same grade held at time of discharge or separation from active duty.
  - c. Have the applicant list a minimum of five bases of preference with the recruiter.
  - d. Have applicants who deny any change in their physical, moral, or financial status sign the following statement: **"This is to certify that during the period since my discharge or separation from the Regular Air Force, I have had no criminal or traffic offenses (other than minor traffic violations) or changes to my physical, dependency, use of illegal drugs, or financial status."** The applicant will sign and date this statement. The original copy of this statement will be kept in the recruiting office and a copy will be forwarded to squadron operations.
  - e. Send the applicant's AFRISS file with assignment preferences listed in the "Application Remarks," a copy of the applicant's statement denying any changes in status, an undeleted DD Form 214, and a copy of the signed DD Form 368 (if applicable) to squadron operations.
8. Recruiting Squadron Operations will:
  - a. Validate the applicant qualifications for the BSRP.
  - b. Build the applicant's AFRISS record with minimum physical qualifications for their AFSC and official ASVAB scores from a MILMOD/MILPDS SURF request. The information is in the first report named "Enlisted/Officer Personnel Data."
  - c. Forward the assignment request (AETC Form 1326) with a copy of the applicant's statement denying any changes in status, and a copy of SURF record to HQ AFRS/RSOPB and request an assignment through AFRISS. Once the assignment is received, squadron operations will send the applicant to the squadron RSSP representative.
  - d. Confirm enlistment in AFRISS only once the applicant has sworn onto active duty.
  - e. Fax a copy of the enlistment orders to HQ AFRS/RSOPB on the day of enlistment.
9. The Recruiting Squadron RSSP will:
  - a. Verify that all requirements have been met and determine if the applicant is entitled to a Selective Reenlistment Bonus (SRB). The current SRB list is located on the AFPC web page at [www.afpc.randolph.af.mil/Enlisted/SRB/Reenlistments](http://www.afpc.randolph.af.mil/Enlisted/SRB/Reenlistments).
  - b. Complete the AF Form 901, DD Form 93, and DD Form 4, page 1 and 2 (DD forms obtained at <http://web1.whs.osd.mil/icdhome/DD-0999.htm>).
    - The grade in which the applicant is reenlisting will be the same grade shown on DD Form 214, Certificate of Release or Discharge From Active Duty, issued at time of separation or discharge.

- The date of rank shown on the applicant's DD Form 214 must be adjusted by the number of days' break in applicant's active duty. In other words, if a member shows that they had five months TIG prior to separation, you would subtract five months from their reenlistment date to determine their date of rank. The member will not be given TIG credit for their separation time.
- c. Cut orders to gaining unit (See attachment, edit information in blue)
  - Enlistment forms and statements will be forwarded to the gaining MPF. The member is responsible for having DEERs enrollment information (marriage licenses, birth certificates of children etc.) with them upon in processing at their gaining organization.
- d. RSSP will give their squadron operations a copy of the signed DD Form 4 series validating enlistment for EAD confirmation.

//////////SIGNED//////////

JAMES R. HOLADAY, Colonel, USAF  
Chief, Operations Division

**Attachments:**

1. Prior Service Skills List
2. Sample Orders

## FY02 Prior Service Skills List

\*1A0X1 In-Flt Refueling Opr

\*1A2X1 Aircraft Loadmaster

\*1A3X1 Airborne Comm Sys (CCS Skill)

\*1A4X1 Airborne Warn and Cmd/Con Sys (CCS Skill)

1C0X1 Airfield Mgt

\*1C1X1 Air Traffic Control (CCS Skill)

\*1C2X1 Combat Control (CCS Skill)

\*1C3X1 Command Post (CCS Skill)

\*1C4X1 Tac Air Comd & Cntrl (CCS Skill)

1C5X1 Aero Con/Warn Sys

1N5X1 Electronic Signals Intelligence Exploitation

\*1N0X1 Intelligence Applications (CCS Skill)

\*1N3XXX Linguist (CCS Skill)

1N4X1 Signals Intel Analysis (CCS Skill)

\*1T0X1 Survival Evasion Resistance & Escape Tng

\*1T2X1 Pararescue (CCS Skill)

\*1W0X1X Weather (CCS Skill)

\*2A1X3 Comm & Nav Sys

\*2A1X4 AWAC Radar (CCS Skill)

\*2A1X7 Electronic Warfare Systems Apprentice

2A3X1 F-15/F-111 Avionics (All Shreds)

\*2A3X2 F-16 Avionic Sys

2A3X3 Tactical Aircraft Maintenance (All Shreds)

2A4X1 Aircraft Guidance and Control Systems

\*2A5X1X Aerospace Maint

2A5X2 Helicopter Maintenance App (All Shreds)

\*2A6X1A Aersp Prop Jet Eng (All Shreds)

\*2A6X3 Aircrew Egress Sys (CCS Skill)

\*2A6X4 Acft Fuel Sys

\*2A6X5 Aircraft Hydraulics

\*2A6X6 Acft Ele & Environ Sys

\*2A7X1 Aircraft Metal Tech

\*2A7X2 Nondestructive Insp

2A7X4 Survival Equipment Apprentice

\*2A7X3 Aircraft Structural Maint

2E1X2 Met/Nav Sys

2E1X3 Ground Radio Comm

2E2X1 Comp Network, Switch, and Crypto

2E6X3 Telephone Sys

3P0X1 Se\*2F0X1 Fuels

\*2M0X1 Msl & Space Sys Elec Maint

\*2M0X2 Missile & Space Sys Maint

\*2M0X3 Missile & Space Facilities

2P0X1 Precision Measurement Equip Lab

2R0X1 Maint produc Mgt

2R1X1 Maint Scheduling

2S0X1 Supply Mgt (3 & 5 Skill Level ONLY)

2T0X1 Traffic Mgt

2T1X1 Vehicle Ops

2T2X1 Air Trans

2T3X1 Spec Purpose Vech & Equip Maint

2T3X2X Spec Veh Maint (Firetrucks & Refueling Veh)

2T3X4 Gen Purpose Veh Maint

\*2WOX1 Munition Sys

2W1X1 Aircraft Armament Systems App (All Shreds)

3A0X1 Information Mgt (3 & 5 Skill Level ONLY)

\*3C0X1 Comm-Computer Sys Ops

\*3C0X2 Comm-Computer Sys Pgm

\*3C2X1 Comm-Computer Sys Con

\*3C3X1 Comm-Computer Sys Plan & Imp

3E0X1 Electrical Systems App

\*3E2X1 Pavements & Const Equip

\*3E3X1 Structural

\*3E4X1 Utilities

\*3E4X2 Liquid Fuel Sys

3E4X3 Environmental Controls

3E5X1 Engineering

3E6X1 Operations Management

3E7X1 Fire Protection

\*3E8X1 Explosive Ord Disposal

3E9X1 Readiness

3H0X1 Historian

3M0X1 Services

\*3N0X1Public Affairs

3N0X2 Radio/TV Broadcast

\*3N1X1Regional Band

3P0X1 Security Forces (3 & 5 Skill Level ONLY)

3P0X1BCombat Arms

3S0X1 Personnel (3 & 5 Skill Level ONLY)

3U0X1 Manpower

3V0X2 Still Photographic

\*4A0X1 Health Services Mgmt

\*4A2X1 Biomedical Equip

4B0X1 Bioenvironmental Engrg

4C0X1 Mental Health Svc

4E0X1 Public Health

4F0X1 Aeromedical

4M0X1 Aerospace Physical

4N0X1 Medical Service

4P0X1 Pharmacy  
4R0X1 Diagnostic Imaging  
4T0X1 Medical Lab  
4V0X1 Optometry  
4Y0X1 Dental Asst  
5J0X1 Paralegal (Must have at least 3-level in 3A0X1)  
6C0X1 Contracting  
8M0X0 Postal

**Department of the Air Force**  
**Air Force Recruiting Service (AETC)**  
**369<sup>th</sup> Recruiting Squadron**  
**123 Main St**  
**Your City, ST 95834**

**SPECIAL ORDER: 001** (Start with 001)

**18 February 2002**

**PERSONNEL DATA:** NAME **SCHELL, CHRISTOPHER A.**, SSN **123-45-1223**, Rank **A1C (E-3)**, PAFSC **1A251**, ADN **005**, DOE **18 Feb 02**, TOE **4 years**, DOR **11 OCT 01** HOR **5705 SANDBURG DR., SACRAMENTO, CA 95819**

**ASSIGNMENT:** Assigned to **60 OPS GP, TRAVIS AFB, CA 94536-5000** PAS code **TPILFHVZ** in CAFSC **1A251** MPF code **TP**

**REPORTING DATA : 15 DAYS DIRECT DUTY ADVANCED LEAVE AUTHORIZED:** Report to Commander's support staff at, **60 OPS GP, TRAVIS AFB, CA NLT; 29 OCT 01**. Enlistment records will be hand-carried.

**GENERAL INSTRUCTIONS:** Authority: AFI 36-2002 and AFI 36-2110. NAC not submitted by MEPS.

**SPECIAL INSTRUCTIONS:** Pursuant to AFPAM 32-6010, report to the base housing referral office servicing your new duty station before entering into a rental, lease or purchase agreement for off-base housing. Submit travel voucher within 5 workdays after completion of travel.

**TRANSPORTATION:**

**PCS TDN 5733500 323 5841. 0\* 525725** (\*insert M, D, H, I, T, or Y). **(This fund cite number will change once a new FY starts)**

Shipment of household goods is authorized, or Member elects transportation of a mobile home in lieu of shipment of household goods. **Travel of the following dependents is authorized (put dependents names and DOBs here or NONE if the applicants has no dependents)**

**REMARKS: "Member authorized up to 10 days delay in route for the purpose of moving household goods."**

FOR THE COMMANDER:

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\* OFFICIAL COPY \*  
\* DEPARTMENT OF THE AIR FORCE \*  
\* 369<sup>TH</sup> Recruiting Squadron \*  
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**DISTRIBUTION:**

APPLICANT (1)  
ENLISTMENT PACKET (7)  
HQ USAFRS/RSOPB, RANDOLPH AFB, TX 78150 (1)  
USAF RCTG SQ (3)  
TRAVEL SECTION (1)  
FILE (1)

**MARK D. RIPLEY**  
**Captain, USAF**  
**369<sup>th</sup> RCS Operations Officer (Can be RSS, RSO, or CC)**